

# **ED03 – Engineering and Programs Systems Office**

## **Center Data Requirements Manager (CDRM) Support Desk Instructions**

# **Data Requirements Description (DRD) Instructions**

## **DRD PREPARATION INSTRUCTIONS**

Development Process. The following steps are performed when a tailored Standard DRD, unique DRD, or request to write a unique DRD is received from a project:

- Review/edit/reformat the DRD as necessary to meet DRM format instructions. Make DRD language consistent throughout the DPD.
- Verify applicable document numbers, titles, and revision levels. Make sure applicable document is still current. Use the tools available on the Marshall Integrated Document Library for this verification. If the applicable document is obsolete, contact the DRD developer (Project representative or OPR) for changes. Obsolete documents may not be used unless special permission to use an obsolete document has been given and documented. This is an ISO requirement. The Project or OPR is responsible for providing copies or access to obsolete applicable documents because they will not be available through normal channels (e.g., MIDL).
- Provide edited/reformatted/verified DRD to Project or OPR for changes/corrections.
- The Center's goal is to keep DRD's limited to one or two pages. This requires concise language and elimination of "how-to" language (i.e., specific requirements that are inherent in document preparation such as including "Table of Contents" in the list of contents required). To the greatest extent possible, delete content requirements that are unnecessary and do not add value to the resulting document. Unless a specific format (e.g., MSFC Form, electronic drawing package format) is required, "Contractor format is acceptable" should be used in 15.4/Format.
- Because Data Type 1 documents require a longer process (and therefore possibly more cost), their use should be kept to a minimum. Unless Government approval of the deliverable document is required prior to the contractor's implementation (e.g., Safety Plan, Quality Plan), the DRD should be a Data Type 2 for documents (e.g., plans, documents) other than reports. Reports are generally Data Type 3 because they should not require approval.\* An exception to this rule is in the case of Reports that are delivered by MSFC contractors to another NASA Center or Government agency. These reports should be Data Type 1 to allow for MSFC approval before forwarding to the other Center or agency. Use the Data Types assigned to Standard DRD's as a rule of thumb when deciding whether or not a Project has assigned the correct level of Data Type to a DRD they tailor.
- \*Data Type 3 means that the deliverable report/document does not require Government approval prior to implementation by the contractor. This does not imply that the Government has no recourse if the contractor doesn't fulfill the DRD's requirements. If the contractor omits a requirement from the DRD, the Government may require the contractor to revise the report to include the missing requirements before the deliverable is considered acceptable to the Government.

**FORMAT REQUIREMENTS FOR DRD'S**

The official format (Font Palatino and margins 0.09) is:

### DATA REQUIREMENTS DESCRIPTION (DRD)

- |   |  |
|---|--|
| 1. <b>DPD NO.: XXX</b> <b>ISSUE:</b><br>3. <b>DATA TYPE:</b><br><br>6. <b>TITLE:</b><br><br>7. <b>DESCRIPTION/USE:</b><br><br>8. <b>OPR:</b> 9. <b>DM:</b><br><br>10. <b>DISTRIBUTION:</b><br><br>11. <b>INITIAL SUBMISSION:</b><br><br>12. <b>SUBMISSION FREQUENCY:</b><br><br>13. <b>REMARKS:</b><br>14. <b>INTERRELATIONSHIP:</b><br><br>15. <b>DATA PREPARATION INFORMATION:</b><br>15.1 <b><u>SCOPE:</u></b> | 2. <b>DRD NO.: XXX</b><br>4. <b>DATE REVISED:</b><br>5. <b>PAGE: 1/X</b> |
|---|--|

\*\*\*\*\*Page Break\*\*\*\*\*

### DRD Continuation Sheet

- |   |  |
|---|--|
| <b>TITLE:</b><br><b><u>DATA TYPE:</u></b> | <b>DRD NO.:</b><br><b><u>PAGE: X/X</u></b> |
|---|--|
15.   **DATA PREPARATION INFORMATION (CONTINUED):**
- 15.2   **APPLICABLE DOCUMENTS:**
- 15.3   **CONTENTS:**
- 15.4   **FORMAT:**
- 15.5   **MAINTENANCE:**

**INSTRUCTIONS FOR ELEMENTS OF A DRD**

<b><u>DRD ITEM</u></b>	<b><u>DESCRIPTION/FORMAT</u></b>
1.	<p><b><u>DPD NO. (or DRL):</u></b> Enter Data Procurement Document (DPD)/ Data Requirements List (DRL) number obtained from Center Data Requirements Manager (CDRM), e.g., 321, 969, etc. This number is unique to a particular DPD/DRL. For a new DPD/DRL, use the next number available from the DPD Log (The file path is ed-d8f on 'msdelta8'\ED43\cmdm\drm\DPDLogs\DPD-Log 754 to Present.XLS). Use XXX if no number has been assigned, or for Standard DRD's.</p> <p><b><u>ISSUE:</u></b> Enter the appropriate issue information, e.g., Draft, RFP, Basic, etc.</p>
2.	<p><b><u>DRD No.:</u></b> Enter the unique DRD identification number. This number is comprised of three digits that are the DPD/ DRL number followed by the two letter Data Category designation, and a sequential three digit number, e.g., 321CM-001, 456DE-009, etc. Use xxx&lt;two-digit Data Category&gt;-XXX if no number assigned by the CDRM. Use STD/&lt;two-digit Data Category&gt;-XXX if standard.</p>
3.	<p><b><u>DATA TYPE:</u></b> Enter the type of data according to the contractual applicable requirements, e.g., 1,2,3, etc. Data Types are defined in MWI 7120.2 and the DPD Statement of General Requirements. Control Processes/Approval Authority for DRLs shall be defined in the Data Management Plan and/or SGR for that project.</p>
4.	<p><b><u>DATE REVISED:</u></b> Enter the date of the DRD revision. Use <u>only</u> when the DRD has been revised after contract award or baseline. Prior to contract award, this item should remain blank.</p>
5.	<p><b><u>PAGE:</u></b> Enter the current page number/total pages, e.g., 1/2, 2/2, etc.</p>
6.	<p><b><u>TITLE:</u></b> Enter an appropriate title for the DRD.</p>
7.	<p><b><u>DESCRIPTION/USE:</u></b> Enter a brief descriptive statement and/or purpose for the data requirement. One or two sentences is adequate.</p>
8.	<p><b><u>OPR:</u></b> Enter the appropriate Office of Primary Responsibility (OPR), e.g., ED03, QD10, etc. The OPR is the organization designated to define the data requirement and exercise technical or administrative control over it.</p>
9.	<p><b><u>DM:</u></b> Enter the appropriate Data Manager (DM), e.g., ED03, QD10, etc. The DM is usually selected by the procuring activity or project office and represents this office on formal data requirements. The DM organization code is usually the requisitioners or Project Office code.</p>

<b><u>DRD ITEM</u></b>	<b><u>DESCRIPTION/FORMAT</u></b>				
10.	<b><u>DISTRIBUTION</u></b> : Enter distribution requirements, e.g., Per Contracting Officer's letter, Per Distribution Matrix, etc. "Per Contracting Officer's letter" is usually adequate. This is suggested because defining distribution requirements in the DPD may cause a contract modification if the codes change. The Contracting Officer may issue a new distribution by letter at any time without causing a contract modification to be necessary.				
11.	<b><u>INITIAL SUBMISSION</u></b> : Enter initial submission requirements for the requested data, e.g., 90 days after Authority to Proceed (ATP), etc. There shall be only <u>one</u> submission listed here. Submission dates shall not be actual calendar dates, but shall be tied to a project milestone (e.g., "30 days after PDR"). Calendar dates may necessitate contract modification if the schedule slips.				
12.	<b><u>SUBMISSION FREQUENCY</u></b> : Enter the submission frequency requirements (e.g., monthly, quarterly) or submission subsequent to initial for the requested data (e.g., as part of the Preliminary Design Review (PDR) and Critical Design Review (CDR) data packages, baseline after CDR, update as required).				
13.	<b><u>REMARKS</u></b> : Enter special instructions, remarks to the contractor not included elsewhere on this form. Use for additional/clarifying information. Reference or other documents may be listed here also. It is acceptable to leave "Remarks" blank.				
14.	<b><u>INTERRELATIONSHIP</u></b> : Enter SOW/PWS paragraph numbers or other DRD's that interrelate or reference this requirement (e.g., SOW paragraph 4.3, DRD 988-MP-002, etc.)				
15.1	<b><u>SCOPE</u></b> : Enter the scope of the data item required. One or two sentences as a short summary of the content.				
15.2	<p><b><u>APPLICABLE DOCUMENTS</u></b>: Document titles shall be in italics. NOTE: Applicable documents are applicable to the preparation of the deliverable data only. Applicable documents shall be referenced in Items 15.3 and 15.4 to indicate how they apply to the preparation of the document. Applicable documents must also be referenced in the SOW. List all applicable documents in the following format:</p> <table> <tr> <td>MPR 8040.12</td><td><i>Standard Contractor Configuration Management Requirements, MSFC Programs</i></td></tr> <tr> <td>MIL-STD-100</td><td><i>Military Standard, Engineering Drawing Practices</i></td></tr> </table> <p>In the case of no applicable documents, use the following:</p> <p><b><u>APPLICABLE DOCUMENTS</u></b>: None.</p>	MPR 8040.12	<i>Standard Contractor Configuration Management Requirements, MSFC Programs</i>	MIL-STD-100	<i>Military Standard, Engineering Drawing Practices</i>
MPR 8040.12	<i>Standard Contractor Configuration Management Requirements, MSFC Programs</i>				
MIL-STD-100	<i>Military Standard, Engineering Drawing Practices</i>				
15.3	<b><u>CONTENTS</u></b> : Enter the requirements for the contents of the data item requested by this DRD. Applicable documents should be referenced here, if appropriate, with specific application, i.e., "The data shall be prepared in accordance with MIL-STD-XXXX, Section 1, paragraph 5.1.6."				

**DRD  
ITEM****DESCRIPTION/FORMAT**

- 15.4 **FORMAT**: Enter any special format instructions for the data item, e.g., “Contractor format is acceptable.” “The format shall follow the following document.....” etc. “Contractor format is acceptable” is used when no specific format is required.
- 15.5 **MAINTENANCE**: Enter any special maintenance instructions for the data item, e.g., “Maintenance shall be in accordance with...”, “Changes shall be incorporated by...”, etc. If there are no instructions, enter “None required.” “Changes shall be incorporated by change page or complete reissue” is usually adequate.

Documents such as plans and specifications, that require maintenance shall have “Changes shall be incorporated by change page or complete reissue” because they may be updated.

Reports are usually “None required” because a report is reissued for each submittal.

**SPECIAL INSTRUCTIONS**. Special instructions attached to the end of the DRD may include sample of Statement of Work words for use in contracts, applicability instructions, tailoring instructions, and special instructions from the OPR.

**SOW Language**. The following table explains the difference between “SOW language” and DRD-appropriate language:

<b>SOW</b>	<b>DRD</b>
Tasks the contractor to do work.	Describes documentation contractor is to provide.
Example: “The contractor shall perform fracture analysis in accordance with SSP XXXXX and provide analysis results in accordance with DRD 999DE-XXX.” NOT “The contractor shall perform fracture analysis in accordance with DRD 999DE-XXX.”	Example: “15.3 Contents: The fracture Analysis Report shall contain: a,b,c...”  NOT “15.3 Contents: The contractor shall perform fracture analysis and provide a report with the following: a,b,c...”
The highlighted words imply that the DRD is telling the contractor to perform (and how to perform) the fracture analysis.	The highlighted words are tasking the contractor to do the analysis. This belongs to the SOW.

When reviewing a DRD provided by a project, move “SOW language” (explained above) to the appropriate SOW paragraph. If the project is preparing the SOW, redline the appropriate SOW paragraph to include the relocated tasking and provide to the SOW preparer.

**Applicability Instructions.** Applicability Instruction may provide the type of contract for which this DRD is required or state whether or not this DRD is applicable to in-house projects. Other applicability instructions may provide certain circumstances that make this DRD a requirement (example: If NFS 1852.227-70 is placed on a contract by the Contract Specialist, the Standard DRD STD/CD-LTR is required).

**Tailoring Instructions.** Tailoring Instructions may provide the specific changes to be made to a DRD to make it meet the project's requirements or to use it as an in-house DRD (example: DRD STD/SA-HA provides instructions for tailoring the DRD for ISS, Shuttle, etc., projects).



# **Standard DRD Instructions**

## **DEVELOP AND MAINTAIN STANDARD DRD'S**

Standard DRD's are descriptions of generic data requirements written by experts in the discipline. There are two main types of Standard DRD's:

- Standard DRD's which are generic and may be tailored for projects (e.g., STD/MA-PMP, Project Management Plan).
- Standard DRD's which are generally not tailorable; these standards are mandatory requirements and may depend on the contract type, contract value, and/or NASA/Federal regulation requirements. Examples of this type of Standard DRD are:
  1. STD/CD-STR and STD/CD-LTR, "Technology Reports," which are required if the contract has the applicable NFS or FAR clause.
  2. STD/SA-MSR, "Mishap and Safety Statistics Reports," which is required by MSFC Safety on all contracts, regardless of type or value.
  3. "Earned Value Management" Standard DRD's (STD/MA-CPR or STD/MA-MCPR, STD/MA-FMR, STD/MA-MSD-C or STD/MA-MSD-MC, STD/MA-PS, STD/MA-TPR, STD/MA-WBS), which are required on contracts that meet the contract type and value criteria in NPD 9501.3.
- Each Standard DRD is assigned two points of contact in the OPR organization. These points of contact are to be considered the experts in the discipline.
- OPR contacts provide advice to Programs/Projects in applying and tailoring Standard DRD's to project data requirements documentation.
- Standard DRD Status
  1. Approved – Standard DRD's that are currently in use.
  2. Potential – Potential Standard DRD's are broken down in historical potential standard DRD's that have no OPR assigned (PMA and PSA) and potential standard DRD's that are in work with an OPR and not yet approved. Historical potentials may be used; In-work potentials should not be used until OPR approval is obtained.
  3. Inactive/Deleted – Standard DRD's that have been canceled by the OPR. These are maintained for history and as examples.
- Components of Standard DRD's include the DRD, Sample Statement of Work words (example: STD/CM-CMP), Applicability instructions (example: STD/MA-CPR), Tailoring instructions (example: STD/SA-HA), and Special instructions (example: STD/MA-FMR). Not all DRD's will have all of these components.

**Special Instructions:**

- Do not give Word versions of the Standard DRD's to anyone without CDRM permission.
- The CDRM may make an exception to the above rules in special cases. The Standard DRD's are the "property" of the CDRM. Get permission before releasing Word versions.
- If the CDRM makes an exception to the above rules (e.g., send Word version to Standard DRD OPR for redlining), make the following changes to the file before sending:
  1. Save the file as another filename (to preserve the current Standard DRD) indicating it is in work (ex: MA-MPRinRev02-01-01.doc).
  2. Change Issue to "Draft"
  3. Insert today's date and to whom you are sending the DRD in the file's header (ex: "03-12-01 to Vyga Kulpa").

**Filing Instructions:**

All Standard DRD's have a corresponding hardcopy and electronic file.

The Standard DRD's are stored in the following file formats:

- The "Approved" folder contains the latest approved Standard DRD's sorted by data category and DRD number. The electronic file for each approved Standard DRD must contain:
  1. Word file of the current Standard DRD.
  2. PDF file of the current Standard DRD.
  3. Revision record (formatted similarly to the Development Matrix). The revision record must contain each change to the DRD or related information (sample SOW words, contact names, etc.) along with the date and requester's name.
  4. Folder containing email correspondence.
  5. Any other related electronic files related to the history of the Standard DRD (Background Folder).
  6. Drafts of in-process Standard DRD revisions. The filenames should be labeled with "Draft" and date.
- The "Inactive/Deleted DRDs" folder contains the electronic folder and all electronic files related to Standard DRD's that have been deleted or are no longer in use.
- The "Ltr – Distribution List" folder contains electronic files pertaining to DRM coordination with Standard DRD OPR's. These files are maintained for history.

- The “Old Previous Versions” folder contains superseded versions of currently in-use Standard DRD’s, sorted by data category. The filename should contain the DRD number and the date of this version. NOTE: Always make a copy of the latest version of a Standard DRD and save to this folder PRIOR TO making any revisions to the Standard DRD.
- The “Original Preliminary DRDs” folder contains the original 1994 versions of the Standard DRD’s, sorted by data category. These are the DRD versions that were distributed for OPR review during the establishment of the Standard DRD collection. These files are maintained for history.
- The “Potential Standard DRDs” folder contains DRD’s that have been developed as standards but, as of yet, have no OPR assigned. New Standard DRD’s that are in work, but have not yet been approved, are also stored here. When the Standard DRD is approved by the assigned OPR, the entire folder will be moved to the proper category folder under “Approved Standard DRDs”.

## **PROCESS FOR ADDING NEW STANDARD DRD**

Request for new Standard DRD comes through CDRM or directly from OPR. The following is the process for adding a new Standard DRD.

1. Review DRD provided and reformat to meet DRD format requirements. If the OPR does not provide a DRD, work with the OPR to develop the new DRD. See DRD Preparation Instructions, for detailed format and special requirements. Coordinate with the OPR to ensure the edited/reformatted DRD adequately defines the OPR's requirements.
2. Assign data category and acronym indicating title of DRD (Example: "PMP" for Project Management Plan). See MWI 7120.2 for detailed definitions of Data Category. File DRD as "PSTD<two-letter data category>-<acronym indicating title>.doc" under "Potential Standard DRD's" folder.
3. Completed potential Standard DRD should have today's date and "Potential Standard" in the header; DPD number "XXX;" Issue "Draft;" DRD No. "PSTD/<two-letter data category>-<acronym indicating title>; and OPR code.
4. Verify all applicable document references to ensure document numbers and titles are correct and current. If the applicable documents are not referenced in the text of the DRD, ask OPR for guidance on inserting references. NOTE: Applicable documents MUST be referenced in the DRD text to be considered "applicable." Applicable documents are applicable to the preparation of the deliverable data only.
5. The CDRM is responsible for assigning an OPR for Standard DRD's. Coordinate with the CDRM and the OPR to obtain primary and alternate contact names for the new Standard DRD.
6. Ask OPR for sample Statement of Work words and applicability, tailoring, and special instructions.
  - Applicability instructions may provide the type of contract for which this DRD is required or state whether or not this DRD is applicable to in-house projects. Other applicability instructions may provide certain circumstances that make this DRD a requirement (example: If NFS 1852.227-70 is placed on a contract by the Contract Specialist, the Standard DRD STD/CD-LTR is required).
  - Tailoring instructions may provide the specific changes to be made to a Standard DRD to make it meet the project's requirements or to use it as an in-house DRD (example: DRD STD/SA-HA provides instructions for tailoring the DRD for ISS, Shuttle, etc., projects).
7. Send edited/reformatted potential Standard DRD to CDRM and OPR for review and comments.

8. Coordinate CDRM/OPR review of potential Standard DRD. Make revisions and corrections as required.
9. Keep copies of email and all dated Drafts and redlines in electronic Potential Standard DRD folder. Keep hardcopies of everything related to the Standard DRD (correspondence, drafts, notes, redlines, etc.) in Standards file drawer in folder labeled with Standard DRD number.
10. When CDRM and OPR have approved the DRD for use:
  - a. Create new file (keep the original drafts in the “Background” folder for the DRD) with date of approval in header. Delete “Potential Standard” in header.
  - b. Change Issue to “Standard.”
  - c. Change DRD number to STD/<two-letter data category>-<acronym indicating title>.
  - d. Change filename to “STD/<two-letter data category>-<acronym indicating title>.doc” and move Standard DRD electronic folder to “Approved Standard DRDs.”
  - e. Make PDF copy of completed Standard DRD.
  - f. Create revision record and note that the DRD provided by <OPR> was approved on <approval date>.
  - g. Update OPR Matrix to add the new Standard DRD. Add entry in the OPR Matrix under proper data category. Fill in all blanks in OPR Matrix and place approval date in “DRD Version Date” column.
  - h. Follow **OPR Matrix Instructions** for revising the OPR Matrix.
  - i. Update Standard DRD database on DRMS website. Follow **Add New Standard DRD** in **DRM Website Instructions**.

- j. Email OPR contacts to confirm approval and release of the new Standard DRD.  
Sample Email:

<OPR>

Your new Standard DRD STD/CD-ITSP for "Information Technology Security Plan(s)," has been published on our DRD web page for Center use. A copy of the approved DRD may be obtained at:

[https://masterlist.msfc.nasa.gov/drm/drd\\_docs/CD-ITSP.pdf](https://masterlist.msfc.nasa.gov/drm/drd_docs/CD-ITSP.pdf)

- k. File all hardcopy notes, redlines, etc., as well as printouts of the DRD and all electronic documents in the Standard DRD hardcopy folder in chronological order (newest on top).
- l. Update "DM Projects Worked" spreadsheet and Weekly Notes to include delivery of approved Standard DRD.

## **PROCESS FOR REVISING AN EXISTING STANDARD DRD**

### **NOTE:**

**When a Standard DRD is tailored for a specific project, either by the OPR or another expert in the same discipline, ask questions! Is the data on the Standard DRD out of date? Should we change the Standard DRD? The projects are also users of Standard DRD's. Use them as sources for new information and possible changes to keep our Standard DRD's useful and current. If you notice the Standard DRD OPR tailoring the DRD for a specific project, ask if the change should be applied to the Standard DRD as well.**

Some examples of circumstances which may require revising a Standard DRD are:

1. Applicable documents have been deleted, replaced, or changed.
2. The OPR code has changed (due to reorganization, etc.).
3. Required contents or format have changed.

The request for revising a Standard DRD shall come from the CDRM or directly from the OPR. If the OPR tailors the DRD for a specific project, it should be determined if the change should be applied to the Standard DRD as well.

For clarification purposes, **Standard DRD STD/CD-ITSP** will be used as an example. Below are steps in revising a Standard DRD:

1. Before making any changes to the official approved Standard DRD, save a copy of the file as "STD/<2-letter data category>-<acronym indicating title><version date MM-DD-YY>.doc." **Example: Standard DRD's\Old Previous Versions\CD\CD-ITSP 05-15-03.doc.** File this Microsoft Word file under the correct category folder under "Old Previous Versions." This ensures an archive of all versions of the Standard DRD.
2. Create a file folder under the appropriate category as "Drafts for <date MM-DD-YY> version" to place the "draft" version of the revised DRD. **Example: Standard DRD's\Approved Standard DRDs\CD\CD-ITSP\TBD\CD-ITSP Background\Drafts for 1-09-04 version\XXXCD-ITSP.doc.** Use Microsoft Word's Track Changes redline tool to revise the Standard DRD. Before sending the draft DRD for approvals, change the DRD number from STD/<2-letter data category>-<acronym indicating title> to XXX/<2-letter data category>-<acronym indicating title>. Change the date in the header to the current date and change the ISSUE from "Standard" to "Draft." Save the draft version of the DRD in this folder as "XXX<2-letter data category>-<acronym indicating title>.doc."



3. Email the redline “Draft” DRD file to the primary and alternate OPR contacts and the CDRM for approval. Save copies of all email messages pertaining to this DRD in a folder entitled “Mail Messages.”

Sample Email:

<OPR>

Your Standard DRD STD/CD-ITSP, dated 1-09-04, has been revised per your request. Please review the attached redlined file and make any additions or corrections as required. When you are satisfied with the DRD, please provide a response with your approval. As soon as the revisions are complete and the Standard DRD is approved, I will make the new Standard DRD available on the DRMS website.

4. Once the document has been approved by CDRM and OPR, change the ISSUE to “Standard,” and change the date in the header to the date of OPR approval. File the revised DRD file under “Approved Standards/Category/<DRD number>” folder.  
Example: Standard DRD’s\Approved Standard DRDs\CD\CD-ITSP\STD/CD-ITSP.doc.
5. Keep hardcopies of everything related to the Standard DRD revision in the hardcopy Standard DRD file.
6. Make PDF copy of completed revised Standard DRD. The superseded PDF file may be deleted.
7. Update the Standard DRD Revision Record file to indicate approval of DRD revision and to record all changes.
8. Follow **OPR Matrix Instructions** for revising the OPR Matrix.
9. Follow **DRM Website Instructions** for updating the Standard DRD database on the DRMS website.
10. Update OPR matrix to incorporate changes to the Standard DRD. The “DRD Version Date” will always change when a Standard DRD is revised, even if nothing else changes.

11. Email OPR contacts to confirm approval and release of the revised Standard DRD.

Sample Email:

<OPR>

Your Standard DRD STD/CD-ITSP for "Information Technology Security Plan(s)," has been published on our DRD web page for Center use. A copy of the approved DRD may be obtained at:

[https://masterlist.msfc.nasa.gov/drm/drd\\_docs/CD-ITSP.pdf](https://masterlist.msfc.nasa.gov/drm/drd_docs/CD-ITSP.pdf)

12. File all hardcopy notes, redlines, etc., as well as printouts of the DRD and all electronic documents in the Standard DRD hardcopy folder in chronological order (newest on top).
13. Update "DM Projects Worked" spreadsheet and Weekly Notes to include delivery of approved Standard DRD.

## **PROCESS FOR DELETING AN EXISTING STANDARD DRD**

1. Receive request for deletion of Standard DRD through CDRM or directly from OPR.
2. Update Revision Record to indicate the date of request and any other notes concerning deletion (e.g., reason for deletion).
3. Update OPR Matrix by removing deleted Standard DRD's information.
4. Follow **OPR Matrix Instructions** for revising the OPR Matrix.
5. Move entire Standard DRD folder to "InActiveDeletedFile" folder under "Standard DRDs."
6. Update hardcopy and electronic Standard DRD files.
7. Delete Standard DRD from database on DRMS website. Follow **Delete Standard DRD Records** in **DRM Website Instructions**.
8. Email the primary and alternate OPR contacts to confirm deletion.

Sample Email:

<OPR>  
 Your Standard DRD STD/<two-letter data category>-<acronym indicating title>  
 has been deleted per your request. The Standard DRD has been removed from our  
 DRMS website.

9. File all hardcopy notes, redlines, etc., as well as printouts of the DRD, Revision Record, and all electronic documents in the Standard DRD hardcopy folder in chronological order (newest on top).
10. Update "DM Projects Worked" spreadsheet and Weekly Notes to include deletion of Standard DRD.

# **OPR Matrix Instructions**

## **OPR MATRIX INSTRUCTIONS**

- The OPR matrix is a Microsoft Word table listing Standard DRD's, sorted by data category and then by DRD number within the data category. The following information is provided for each approved Standard DRD:
  1. DRD title
  2. OPR – Organizational code for the Office of Primary Responsibility that defined the data requirement.
  3. Primary and Alternate OPR contact names – Individuals in the OPR organization that can answer questions and give advice pertaining to the Standard DRD. The OPR contacts are the experts for this data requirement. The OPR's approval must be obtained to revise the Standard DRD and (in some cases) tailor the DRD for use by a project.
  4. DRD Version Date – Date of the latest version of the Standard DRD. This date will change when the Standard DRD has been superseded by a newer, approved version.
  5. OPR/DRD Review Date – Date of the latest review of the Standard DRD by the OPR contact or alternate.
- The OPR matrix may be given to new projects as a “shopping list” for building the data requirements in a DPD. The matrix is available on the DRMS website. Advise projects to contact the OPR's listed with each Standard DRD if they have questions or need guidance for applying and tailoring the DRD's for their project.
- **UPDATE REQUIREMENTS.** The OPR matrix must be updated when:
  1. An existing Standard DRD is revised
  2. A new Standard DRD is added
  3. An existing Standard DRD is deleted
  4. Standard DRD title, category, DRD number, OPR code, or contact names are changed.
  5. Annual review of DRD's to confirm DRD and contact names are still correct is complete.

- **UPDATE PROCESS.** The following is the process for updating the OPR matrix:
  1. Open the most recent OPR matrix file and save a new file as “Matrix<new date MM-DD-YY>.doc.”
  2. Move the previous OPR matrix file to “Archived OPR Matrices.”
  3. Make changes to the new OPR matrix.
  4. Change date in header to current date.
  5. Save changes.
  6. Make PDF copy and save to the “Matrix Current for our web site” folder.
  7. Save email messages pertaining to the matrix changes to the “Mail Messages” folder.
  8. Upload the new matrix to the DRM web site (See “**Update PDF Files for Matrix and SGR**” in **DRM Website Instructions**).
  9. Update any Standard DRD information in the Standard DRD database on the DRM Web Site, as necessary (e.g., change OPR contact names. See “Update Existing Standard DRD” and “**Update OPR Information**” in **DRM Website Instructions**).

# **Data Requirements Management Website Instructions**

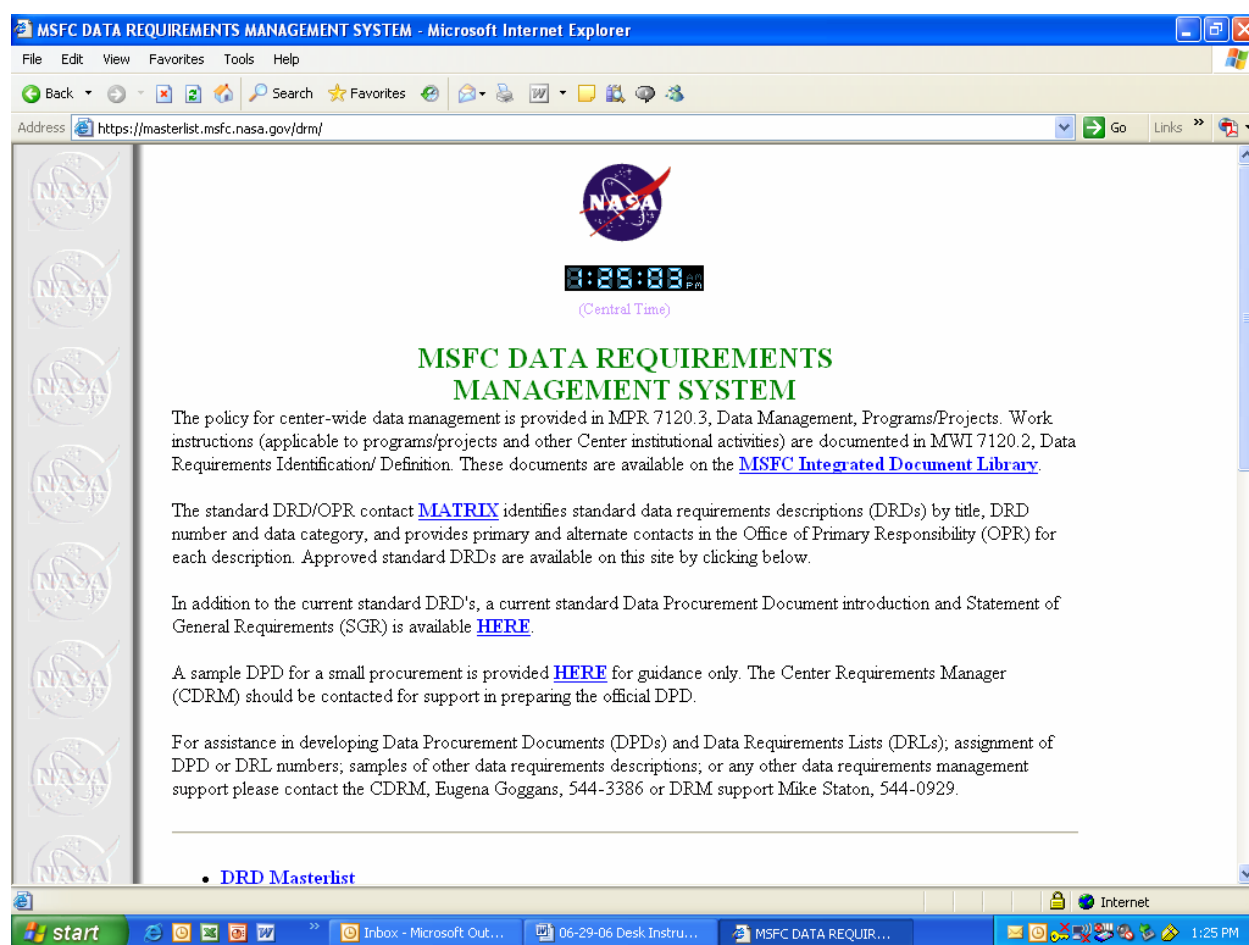
## DATA REQUIREMENTS MANAGEMENT SYSTEM WEBSITE INSTRUCTIONS

The DRMS website is accessible from Inside Marshall /MIDL and Procurement sites and provides the following information:

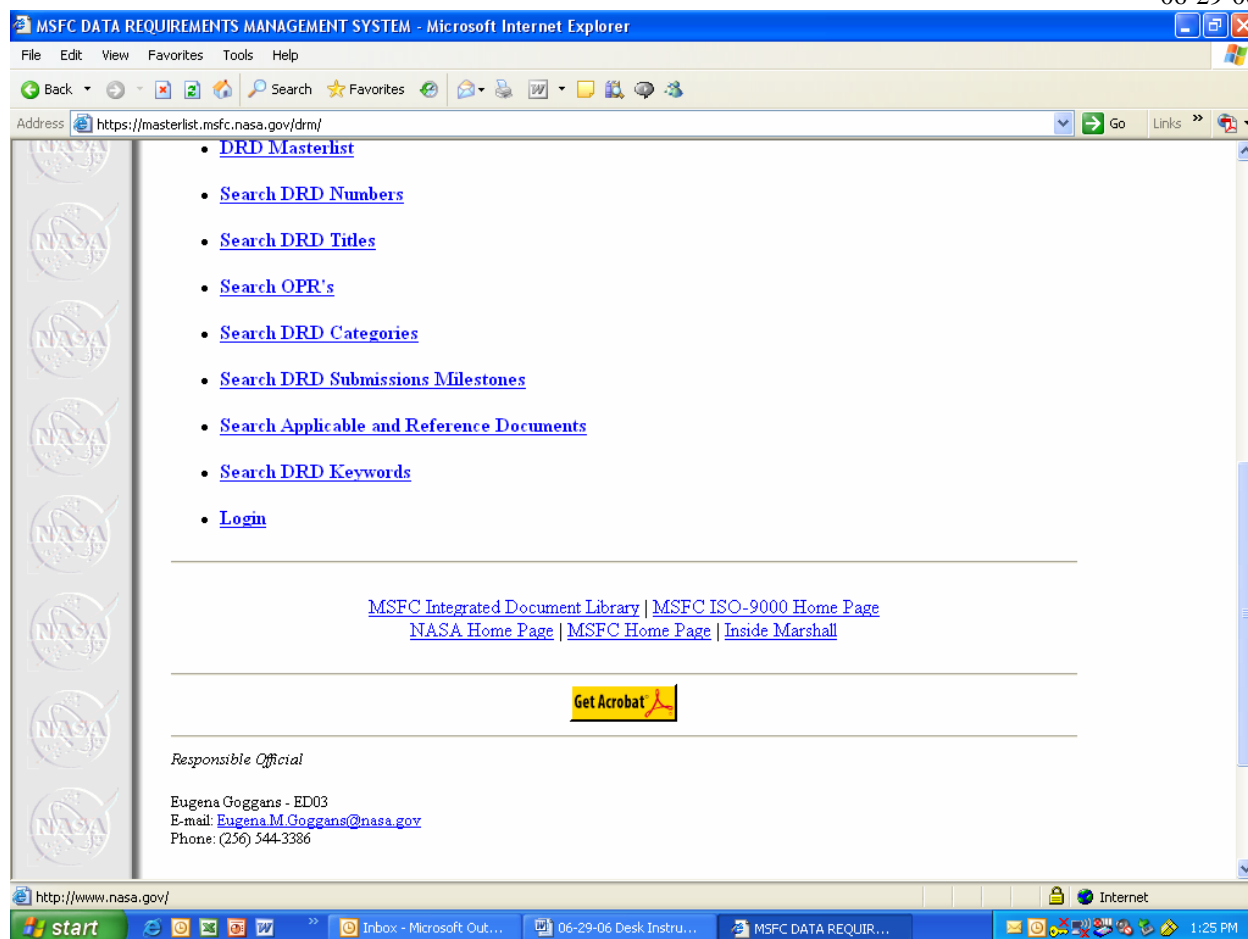
1. Standard DRD information, including SOW language, applicability and tailoring instructions, and OPR contacts.
2. DRD Masterlist which includes PDF copies of Standards DRD's.
3. Statement of General Requirements for DPD's.
4. OPR matrix, including OPR contact names.
5. A Sample DPD for small procurements.

The DRM website is located at:

<https://masterlist.msfc.nasa.gov/drm/>



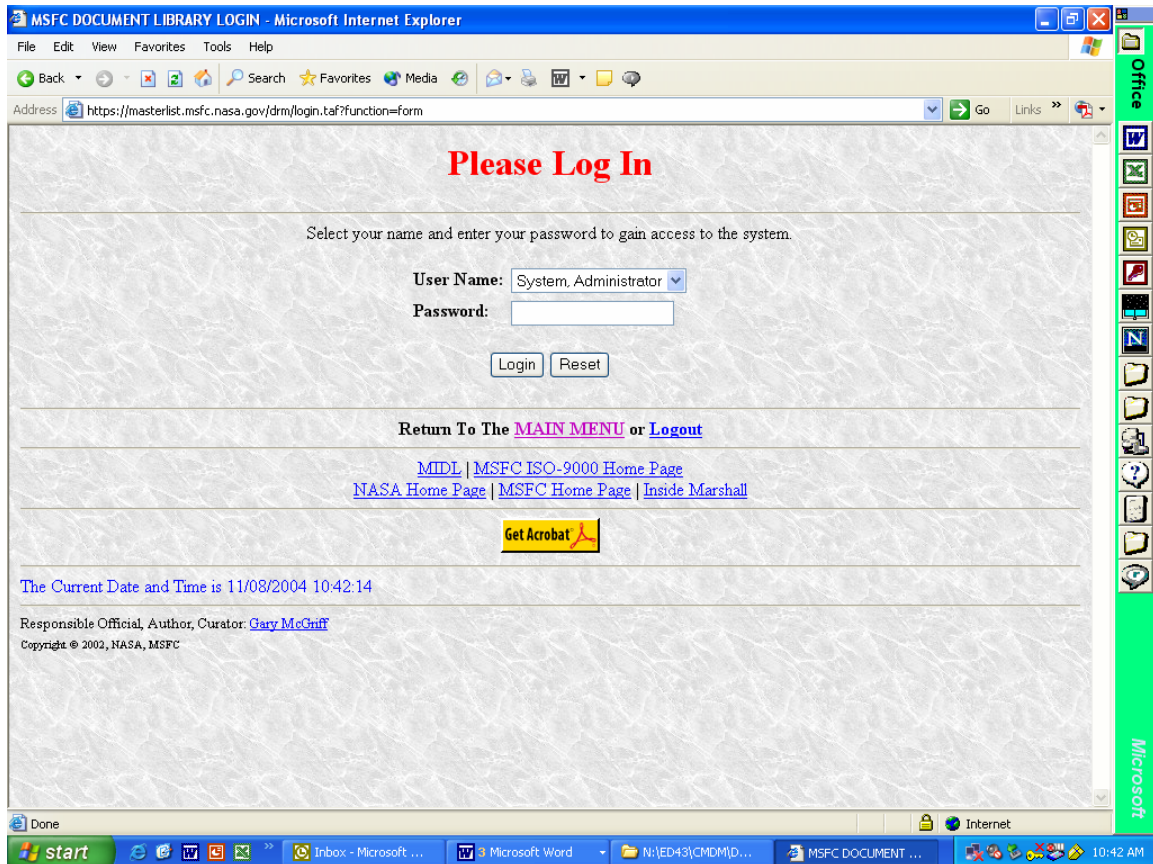




**ADMINISTRATOR FUNCTIONS.** The following are the functions of the DRM Administrator:

1. Add new Standard DRD's.
2. Update existing Standard DRD's.
3. Delete Standard DRD records.
4. Update PDF files for Matrix and SGR.
5. Update OPR contacts for Standard DRD's.
6. Update Applicable Documents for Standard DRD's.

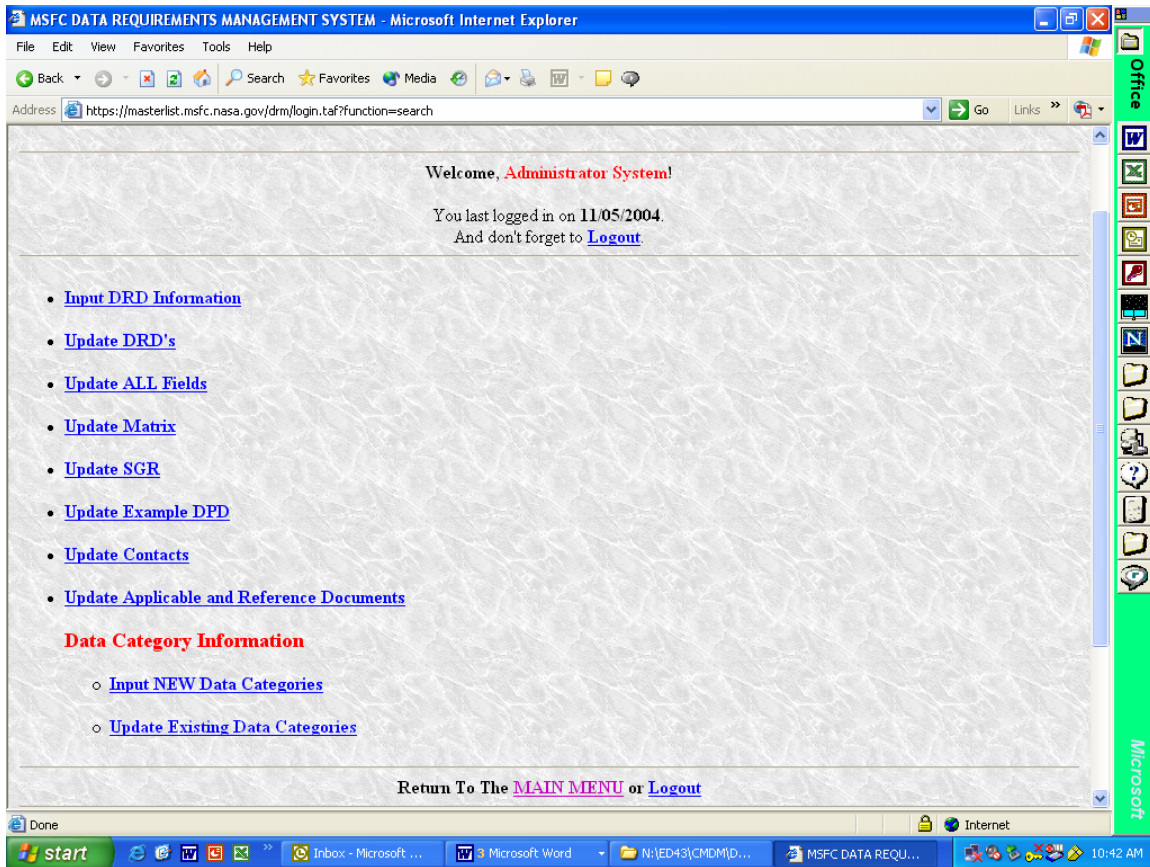
- **LOGIN.**
  1. Go to the DRM website
  2. Choose “Login.”
  3. Choose user name: “System, Administrator.”



4. Enter password.
5. Click “Login” button.

- **ADD NEW STANDARD DRD.**

1. Login as Administrator.
2. From Administrator Main Menu, choose “Input DRD Information.”



3. Enter data into all fields (as appropriate). (See “Fields Definition for DRD Records” for field definition).

MSFC DATA REQUIREMENTS MANAGEMENT SYSTEM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address [https://masterlist.msfc.nasa.gov/drm/drd\\_update.taf?\\_function=detail&DRD\\_uid=211](https://masterlist.msfc.nasa.gov/drm/drd_update.taf?_function=detail&DRD_uid=211) Go Links

ID: 211

Category Code: CD

Data Category: Contractual Data (CD)

DRD Title: Information Technology Security Plan(s)

DRD Number: STD/CD-ITSP

OPR: AD34

Contact: Bob Keasling

Contact Org: AD34

Alt Contact: David Black

Alt Contact Org: AD35

DRD Version Date: 10/06/2004

OPR/DRD Review Date: 10/06/2004

Doc Link: [Information Technology Security Plan\(s\)](#)

Submission:

11. INITIAL SUBMISSION: 45 days after contract award
12. SUBMISSION FREQUENCY: Revise as required

Remarks:

13. REMARKS: The information technology security plan(s) shall be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted

Done Internet

start Inboxes - Microsoft ... Microsoft Word N:\ED43\CMDM\... MSFC DATA REQU... 10:44 AM

MSFC DATA REQUIREMENTS MANAGEMENT SYSTEM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address [https://masterlist.msfc.nasa.gov/drm/drd\\_update.taf?\\_function=detail&DRD\\_uid=211](https://masterlist.msfc.nasa.gov/drm/drd_update.taf?_function=detail&DRD_uid=211) Go Links

Remarks:

13. REMARKS: The information technology security plan(s) shall be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in NFS 1852.204-76. Reference is made to NPR 2810.1, Security of Information Technology and NFS 1804.470-3, Security plan for unclassified Federal Information Technology systems.

Applicable Documents:

- 15.2 APPLICABLE DOCUMENTS:  
NFS 1852.204-76 Security Requirements for Unclassified Information Technology Resources  
NIST SP 800-18 Guide for Developing Security Plans for Information Technology Systems

DRD Contents Keywords:

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: XXX ISSUE: Standard
2. DRD NO.: STD/CD-ITSP
3. DATA TYPE: 2 4. DATE REVISED:
5. PAGE: 1/1
6. TITLE: Information Technology Security

Do you wish to upload document now? ☐ Yes ☐ No

Done Internet

start Inboxes - Microsoft ... Microsoft Word N:\ED43\CMDM\... MSFC DATA REQU... 10:44 AM

**Fields Definition for DRD Records**

<b><u>Field</u></b>	<b><u>Definition</u></b>
Category Code	Two-letter code for data category (ex: CM, MA). Note: “XX” indicates potential standards, regardless of DRD category.
Data Category	Full definition of the DRD’s functional data category (defined in MWI 7120.2): (ex: “Contractual Data – CD”) chosen by pull-down menu
DRD Title	Full title of DRD
DRD Number	Full number of DRD (ex: STD/CD-ITSP)
OPR	Office symbol for office or primary responsibility
Contact	Primary point-of-contact in OPR
Contact Org	Office symbol for primary POC
Alt Contact	Alternate point-of-contact in OPR
Alt Contact Org	Office symbol for alternate POC
DRD Version Date	Date Standard DRD was approved. Note: Format must be “mm/dd/yyyy.”
OPR/DRD Review Date	Full Text of initial submission (Item 11) and Submission frequency (Item 12) from Standard DRD.
Remarks	Full text of Remarks (Item 13) of Standard DRD. This field may include any additional tailoring and Applicability notes and sample statement of work words attached to the Standard DRD.
Applicable Documents	Full text of applicable documents (Item 15.2) of Standard DRD. This field may also contain any reference documents (which are noted as such) indicated in Item 13 of Standard DRD.
DRD Contents Keywords	Full text of entire DRD pasted under version date and review date.

4. Click “Enter” button at bottom of page. A screen for uploading documents will appear.
5. Click “Browse” button to attach PDF file of DRD.
6. Choose PDF file from the “Open” menu (The file path is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\\ Standard DRD’s\Approved Standard DRD’s\<Data Category Folder>\<DRD Number>.pdf) and click “Open” button. The file name will appear in the “File to Send” box.
7. Click the “Upload” button to upload file to the website.
8. The record is complete.
9. If another new record is required, click “Add another record” link at the bottom of the page.
10. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu or click “Logout.”

- **UPDATE EXISTING STANDARD DRD.**

1. Login as Administrator.
2. Choose “Update DRDs” from Administrator Main Menu.



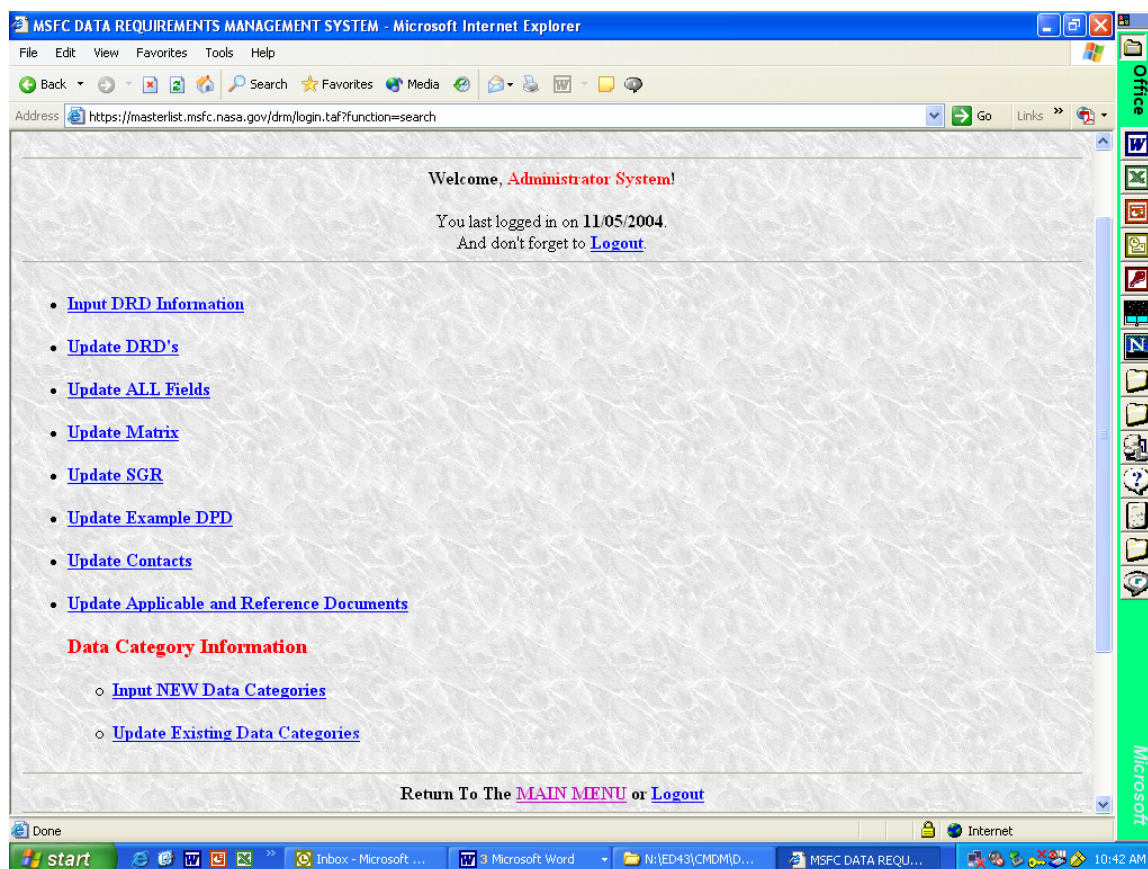
3. Enter DRD number in the “DRD Number” box.
4. Click on “Search Numbers” button.
5. Click on the highlighted link under “Data Category” to access the Standard DRD record to be updated.
6. Update the appropriate fields.
7. If new PDF file is not required, click the “No” button at the bottom of the page. Click “Save” button to save changes to the record. The record update is complete.
8. If new PDF is required, click the “Yes” button at the bottom of the page. Click “Save” button to save changes on the record. A screen for uploading documents will appear.
9. Click “Browse” button to attach new PDF file for the DRD.

10. Choose updated PDF file from the “Open” menu (The file path is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\\Standard DRD’s\Approved Standard DRD’s\<Data Category Folder>\<DRD Number>.pdf) and click the “Open” button. The filename will appear in the “File to Send” box.
11. Click the “Upload” button to upload file to website.
12. The record update is complete.
13. Click the “Search Again” link at the bottom of the page if another record update is required.
14. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu or click “Logout.”



- **DELETE STANDARD DRD RECORDS.**

1. Login as Administrator.
2. Choose “Update DRDs” from the Administrator Main Menu.



3. Enter DRD number in the “DRD Number” box.
4. Click “Search Numbers” button.
5. Click on the highlighted link under “Data Category” to access the Standard DRD record to be deleted.
6. Scroll to the bottom of the page and click the “Delete Record” button.
7. The record is now deleted.
8. Click the “Search Again” link at the bottom of the page if another record deletion is required.
9. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu or click “Logout.”

- **UPDATE PDF FILES FOR MATRIX AND SGR.**

1. Login as Administrator.
2. To update the matrix, choose “Update Matrix” from the Administrator Main Menu.  
To update the SGR, choose “Update SGR.”



3. Click the “Browse” button.
4. Choose PDF file from the “Open” menu and click “Open” button. The filename will appear in the “File to Send” box. (The file path for the matrix is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\OPR Matrix\Matrix for our web site\Matrix<mm-dd-yy>.pdf. The file path for the SGR is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\Blank Forms\Current SGR\SGR.pdf).
5. Click the “Upload button” to upload file.
6. The file is now updated.

- **UPDATE CONTACTS.**

1. Login as Administrator.
2. From the Administrator Main Menu, choose “Update Contacts.” (See “Fields Definition for DRD Records” table for field definition.)



3. Enter the “Contact,” “Contact Org,” “Alt. Contact,” and/or “Alt. Contact Org” to be searched and click the “Search” button.
4. Click on the highlighted link under “Data Category” to access the Standard DRD record to be updated.
5. Update the appropriate fields.
6. If new PDF file is not required, click the “No” button at the bottom of the page. Click “Save” button to save changes to the record. The record update is complete.
7. If new PDF file is required, click the “Yes” button at the bottom of the page. Click “Save” button to save changes to the record. A screen for uploading documents will appear.
8. Click “Browse” button to attach new PDF file for the DRD.

9. Choose updated DRD PDF file from the “Open” menu (the File path is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\\Standard DRD’s\Approved Standard DRD’s\<Data Category Folder>\<DRD Folder>\<DRD Number>.pdf) and click the “Open” button. The filename will appear in the “File to Send” box.
10. Click “Upload” button to upload file to website.
11. The record update is complete.
12. Click the “Search Again” link at the bottom of the page if another record update is required.
13. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu or click “Logout.”

- **UPDATE APPLICABLE DOCUMENTS AND REFERENCE DOCUMENTS.**

1. Login as Administrator.
2. From the Administrator Main Menu, choose “Update Applicable and Reference Documents.”



3. Enter the applicable or reference document in the “Applicable/Reference Documents” box and click the “Search Documents” button.
4. Click on the highlighted link under “Data Category” to access the Standard DRD record to be updated.
5. Update the applicable fields.
6. If new PDF file is not required, click the “No” button at the bottom of the page. Click “Save” button to save changes to the record. The record update is complete.
7. If new PDF file is required, click the “Yes” button at the bottom of the page. Click “Save” button to save changes to the record. A screen for uploading documents will appear.
8. Click “Browse” button to attach new PDF file for the DRD.

9. Choose updated PDF file from the “Open” menu (the file path is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\\Standard DRD’s\Approved Standard DRD’s\<Data Category Folder>\<DRD Folder>\<DRD Number>.pdf) and click the “Open” button. The filename will appear in the “File to Send” box.
10. Click the “Upload” button to upload file to website.
11. The record update is complete.
12. Click the “Search Again” link at the bottom of the page if another record update is required.
13. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu, or click “Logout.”

- **UPDATE EXAMPLE DPD.**

1. Login as Administrator.
2. From Administrator Main Menu, choose “Update Example DPD.”



3. Click “Browse” button to attach PDF file of the Example DPD.
4. Choose PDF file from the “Open” menu (The file path is ed-d8f on ‘msdelta8’\ED43\cmdm\drm\ EXAMPLE OF SMALL DPD\CURRENT VERSION\<date>Example of DPD for small contracts.pdf) and click “Open” button. The file name will appear in the “File to Send” box.
5. Click the “Upload” button to upload file to the website.
6. The record is complete.
7. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu or click “Logout.”

- **INPUT NEW DATA CATEGORIES.**

1. Login as Administrator.
2. From Administrator Main Menu, choose “Input NEW Data Categories.”
3. Input new data category and title.
4. Click OK
5. Click the “ADMIN. MENU” link at the bottom of the page to return to the Administrator Main Menu or click “Logout.”





# **DPD/DRL Log Maintenance Instructions**

**DPD/DRL LOG MAINTENANCE**

The DPD/DRL Log is the official log of CDRM-assigned numbers for DPDs and DRLs. This is the first step in starting work on DPDs, and DRLs. This electronic log must be updated as project information changes. The file path is ed-d8f on 'msdelta8'\ED43\cmdm\drm\DPDLogs\DPD Log 754 to Present.XLS.

The Log spreadsheet contains basic information about the project or procurement for which the DPD, etc., is being prepared:

1. DPD, or DRL number
2. Date support was requested
3. Requester
4. Data Manager
5. Project title, category (service, project), and phase (refers to old Phases A-E)
6. Project Manager
7. Request for Proposal number (for contracts)
8. Contract number
9. Contract Specialist (Procurement Rep)
10. Contracting Officer's Technical Representative (COTR)
11. Contractor
12. Remarks (special notes)

# **DRM Forms and Formats Instructions**

## **DRM FORMS AND FORMATS**

- DRM forms and formats include the Data Requirements Description (DRD) format, official MSFC forms used for DPDs and the Statement of General Requirements (SGR) for DPDs.
- The file “2 Blank DRD Format.doc” (path: ed-d8f on ‘msdelta8’\ED43\CMDM\DRM\Blank Forms Formats SGR\2 Blank DRD Format.doc) provides a blank DRD in the required DRD format established by MWI 7120.2. This file may be forwarded to DRD writers for use as a template.
- The official MSFC forms for DPDs include the Cover, Document Change Log, and Page Revision Log. These forms must be used for the first pages of the DPD. The forms may not be changed unless the CDRM requests changing through the official MSFC forms change process.
- The Statement of General Requirements is an introduction for DPDs. It contains general requirements that are applicable to the preparation, maintenance, and delivery of data; electronic submission to the Government; and maintenance of the DPD.
  1. The SGR for Data Procurement Documents is available on the DRMS web site as well as in MWI 7120.2. The official Word version is available in the “ed-d8f on ‘msdelta8’\ED43\CMDM\DRM\Blank Forms Formats SGR” folder. For ease of use in building a DPD, the DPD forms, SGR, and a sample DRL are provided in one file: ed-d8f on ‘msdelta8’\ED43\CMDM\DRM\Blank Forms Formats SGR\1FormsSGRDRL<approved\_date>.doc. This is the file that will be updated when the SGR is revised.
  2. A smaller version of the SGR is available in “ed-d8f on ‘msdelta8’\ED43\CMDM\DRM\Blank Forms Formats SGR\Current SGR” folder. This SGR may be used, at the CDRM’s discretion, on smaller procurements. It contains the minimum requirements and is not available in MWI 7120.2 or on the DRMS website.

**SGR UPDATE REQUIREMENTS**

- The SGR must be updated as requested by the CDRM, Repository, or Procurement. The SGR will be maintained current. A PDF copy of the SGR will be published on the DRMS website. A PDF copy of the current SGR is also stored under “Current SGR” folder (path: ed-d8f on ‘msdelta8’\ED43\CMDM\DRM\Blank Forms Formats SGR\Current SGR). Obsolete PDF files are deleted when current file is added. This current file is used to update the DRM web site.

**SGR UPDATE PROCESS**

1. Receive request from CDRM for updating SGR.
2. Open the most recent “1FormsSGRDRL<approved\_date>.doc” file and save a new file as “1FormsSGRDRL<new date>Draft.doc.”
3. Move the previous file to “Current SGR/History.”
4. Make changes to the new file.
5. Change date in header to current date and add “Draft.”
6. Distribute to CDRM and anyone else designated by CDRM for review/approval.
7. When SGR is approved by CDRM, save a new file as “1FormsSGRDRL<new date>.doc” and incorporate any changes. Move the Draft file to “Current SGR/History.”
8. Change date in new files header to current date of approval.
9. Make PDF copy of the SGR portion only and save to current SGR.
10. Save email messages pertaining to the changes to “History/Mail Messages.”
11. Upload new SGR to DRM web site.

# **Data Procurement Document (DPD) Preparation Instructions**

## **INITIAL REQUEST FOR SUPPORT:**

- Program/Project, MSFC Organization, or Procurement contact CDRM for DRM Support
- CDRM sends “Initial Request for Support” form to obtain details about procurement and determine level of DRD support required.

**NOTE: CDRM Support Contractor must coordinate with CDRM and Support Contractor management to verify that the Support Contractor will not bid on all Open-competition procurements before accepting or reviewing any procurement documentation.**

- Open Competition Procurements:
  - All documentation is procurement sensitive and must be kept secure.
  - Do not distribute documentation (SOW, DPD, etc) without expressed permission.
  - Do not discuss details of procurement with anyone outside of DRM.
- Sole-Source Procurements:
  - MSFC has determined that the service of product is available from one contractor only and has documented the justification.
  - Documentation is generally not procurement sensitive; however, cost data should be kept secure.
  - There should be no limitation on CDRM Support Contractor personnel supporting this procurement.
- Obtain copy of work statement (SOW or PWS)

## **DPD/DRD DEVELOPMENT:**

- Assign number in DPD/IDRD Log for this procurement. Add required information into log.
- Establish electronic working folder/file and Development Matrix.
- Assemble forms and SGR sections.
- Read SOW/PWS to determine what data or documentation is required. Determine the Standard DRD's required based on contract information obtained in Initial Request for Support (contract type, value, duration, on-site/off-site, etc). NOTE: Mandatory Standard DRD requirements are defined in “Mandatory Standard DRD” table.
- Provide examples of historical DRD's (if any) for data requirements not already covered by Standard DRD's.
- Consult with SOW/PWS preparer and/or other MSFC discipline representatives to prepare unique DRD's.

- Coordinate unique DRD development and Standard DRD tailoring with project/MSFC organization, Procurement, discipline representatives, and Standard OPR's (if appropriate to established level of DRM support).
- Follow instructions for DRD preparation provided in "DRD Instructions".

#### **DELIVERING THE DPD:**

- Prepare first Draft DPD and redlined SOW/PWS and deliver to program/project, MSFC organization, and/or Procurement (after CDRM review)

**NOTE: "Draft" DPD's should be in PDF format to help maintain version control.**

- Update Development Matrix, Log, Projects worked file (insert file name) and electronic files for the DPD and keep updated throughout DPD development.
- Continue preparing Draft DPDs and redlined SOW's/PWS's and coordinating with project/MSFC organizations, Procurement, and Standard DRD OPR's to develop subsequent Draft until DPD development is complete and Contract Specialist is ready for Procurement Office review.
- Record all aspects of DPD development in Development Matrix. Record all deliveries in the Bi-Weekly Notes and Projects Worked.
- Coordinate all deliveries with CDRM.

#### **PROCUREMENT OFFICE REVIEW OF DPD AND RELEASE TO BIDDERS:**

- When Contract Specialist is ready to submit the complete procurement package (RFP, RFQ, model contract), including DPD for Procurement Office review, determine the "issue" required.

**NOTE: This delivery may be a Word version.**

- Use "Draft RFP/RFQ" issue for procurements using RFP's/RFQ's.
- Use "Draft Basic" issue for procurements using model contracts.
- Coordinate with Procurement and project/MSFC organization to incorporate any changes resulting from Procurement Office review.
- When requested by Contract Specialist, prepare final Word version "RFP" or "Basic" DPD to be released to bidders or selected contractor.



## COORDINATION WITH CONTRACT SPECIALIST:

- Maintain close contract with the Contract Specialist throughout DPD development to help support the procurement schedule.
- Ask Contract Specialist if the procurement will use RFP/RFQ or model contract.
- When delivering a “Draft RFP” or “Draft Basic”, make sure Contract Specialist agrees to notify you when ready for the final “RFP” or “Basic”. This ensures awarded contracts don’t contain “Draft” DPD’s.
- Maintain contact with Contract Specialist after “RFP” or “Basic” is issued to provide negotiation support (if required).
- Ask Contract Specialist for contract number and contractor name (as soon as available) to complete information in Log.

## SUPPORT AFTER CONTRACT AWARD:

- The Contract Specialist or COTR/Project Manager may request revisions to DPD’s after contract award.

**NOTE: Preparation of DPD changes after contract award is not a required service; however, we may provide support if requested (and approved by CDRM).**

- DPD Revision Instructions:
  - DPD will be revised in its entirety with issue Revision Levels beginning with Revision A and progressing through the alphabet (Revision A, B, C, etc).
  - Change “Issue” to appropriate Revision Level throughout DPD.
  - Change date on Cover Page and “Date Revised” on each DRD to reflect release/delivery date of DPD. NOTE: This date should correspond with the approval date of the modification to the contract if possible.
  - Document Change Log:
    - “As Of:” is the date of the revision.
    - “Superseding” is the date of the last issue.
    - “Authority” is the Contract Modification number authorizing the changes to the DPD.
    - “Portion Affected – Page No./NO.” – Place “X” in applicable columns (Intro, SGR, DRL). Record DRD’s affected in DRD column.
    - “Remarks” – Record changes made to DPD including changes to DRDs
- Coordinate with Contract Specialist and COTR/Project Manager to finalize DPD changes.
- Provide Drafts until Contract Specialist is ready to release the contract modification.
- Record all aspects of DPD revision development in Development Matrix.
- Coordinate all deliveries with CDRM.